

INTEROFFICE MEMO



DATE: August 21, 2003

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FROM: Norm Kanold, Associate Administrative Officer
ED/PSG Administration

TO: Chairman Dennis Hansberger
Board of Supervisors, Third District

SUBJECT: CHAIRMAN APPROVAL OF GRANT APPLICATION TO CALIFORNIA LIBRARY LITERACY SERVICES

In response to California Library Literacy Services' [CLLS] request for applications to participate in their AmeriCorps Initiative, County Library has prepared an attached application expressing interest in this program. Participation in the program would entitle County Library to use the services of one (1) Full-time, and eleven (11) Part-time AmeriCorps Members specially trained to provide literacy assistance as directed at the highly-discounted rate of \$2,000 per year for the Full-time Member [1,700 hrs], and \$1,000 [900 hrs] for the Part-time Members. These AmeriCorps members will be used to supplement current Library staff with developing community literacy awareness within the County. Specifically, AmeriCorps members will solicit volunteers for literacy tutoring, train these volunteers, perform clerical duties in support of literacy objectives, and track statistical information required by the State. Because of County Library's limited resources, the number of people currently being served that require literacy services is approximately 400. Through the efforts of these AmeriCorps members, that number is expected to increase to approximately 550 people. In addition, State funding is available to local libraries based on the number people receiving literacy services. Therefore, by increasing the amount of people served, County Library would qualify to receive additional State funds. For these reasons, County Library believes that the value of services to be performed by the AmeriCorps members far exceeds the \$13,000 cost to the County. This cost would be funded out of County Library's FY 2003/04 budget.

County policy requires Board approval of grant applications prior to submission to the grantor agency. County Library recently received notification of this grant opportunity, with an application deadline of August 22, 2003. In order to meet this deadline, County Library is requesting the Chairman's approval for submission of the attached application and Chairman authorization for the County Librarian to sign the application, as per California State Library requirements. County Library is preparing a Board agenda item for September 9, 2003 to ratify the Chairman's action in this regard. Your signature below will provide authorization for submission of the application

CHAIRMAN OF THE BOARD

DATE

DENNIS HANSBERGER